

University of Prince Edward Island	Policy Number: 0017
Policy Title: International Clinical Experience Application Process	Page 3
Creation Date: November 2025	Version Date: November 2025
Authority: Faculty of Nursing	Responsibility: Policy Committee
Reference: Cross-reference: UPEI Study Abroad Required Forms and Pre-Departure Handbook, UPEI FON clinical placement policy (#0007)	Review Date: November 2030

1. Purpose

- i. To provide an equitable selection process for all students applying to participate in international activities.
- ii. To follow guidelines of UPEI Education Abroad Office.

2. Scope

All students enrolled in the baccalaureate nursing program (2-year program and 4-year program).

3. Responsibility

Faculty of Nursing

4. Policy

- i. Faculty support students in participating in international activities. While faculty recognize the value of participation in such professional activities, academic recognition and clinical equivalency must be considered relevant to the individual student's academic standing, clinical performance and clinical attendance.

Academic clinical performance and professional conduct of students will be considered when determining what students will be approved for international placements. To be eligible for international experiences, students must consistently meet the following criteria:

- Satisfactory clinical attendance.
 - Satisfactory clinical performance.
 - Satisfactory good academic standing ([as per registrar's office](#))
 - Additional language proficiency may be a demonstrated requirement when appropriate.
- ii. Students must apply in writing to the Clinical Placement Committee by email before the agreed upon deadline, including:
 1. A one-page letter of interest including at least one measurable learning

- objective they feel will be achieved through this experience,
- 2. A reference letter from a current or past Clinical Nursing Instructor,
- 3. An unofficial transcript.
- iii. The Clinical and International Placement Coordinator will form a selection committee to evaluate and approve students for International placements (see policy #0007 Clinical Placement Policy).
- iv. The selection committee will meet after application deadline to short list candidates, and edit interview questions as needed.
- v. Only those candidates who are chosen for interviews will be contacted.

Following the interview process, the selection committee will meet to deliberate on the candidate's application and interview. Based on the interview, each candidate will be ranked on how they answer the interview questions. Top applicants will be identified. All students who are interviewed will be contacted via email with the decision of the selection committee.

The following applies to successful candidates:

- i. Students must read, sign, and return the *International Experience Student Agreement* (See Appendix A) to the Clinical and International Placement Coordinator.
- ii. Students must attend a mandatory international placement orientation.
- iii. Students must follow the requirements of UPEI Study Abroad Required Forms and Pre-Departure Handbook.
- iv. Students will be given a clinical schedule in advance that indicates firm departure and return dates and must adhere to these dates.

5. Review

This policy will be reviewed every five years. Next review date: November 2030

6. References

Study Abroad Required Forms and Pre-Departure Handbook.

<https://www.upei.ca/studyabroad/required-forms-and-pre-departure-handbook>

Appendix A

UPEI Faculty of Nursing
International Clinical Experience Student Contract
<INSERT SEMESTER AND YEAR> Semester

On this date, _____, I, _____ (print name),
accept this International Clinical Experience Opportunity for <INSERT NAME OF EXPERIENCE
WITH SEMESTER AND YEAR>.

I understand that there are many factors which can affect this experience, and it may be cancelled due to many circumstances (eg: political unrest, global safety, student clinical performance and academic standing) up until the date of travel.

I understand that this opportunity is a privilege and while I am away from UPEI, both during clinical hours and in my off clinical time, I am an ambassador of the UPEI Faculty of Nursing. I agree to conduct myself with utmost professionalism, respect, courtesy and decorum at all times.

I understand there are expectation for students involved in these experiences, included but not limited to: adherence to UPEI Policies, adherence to policies of the agency hosting me, and adherence to the laws and requirements of the country to which I am visiting.

I understand that it is my responsibility to know my scope as a UPEI nursing student and practice within it. Safety of patients, students, faculty, and members of the health care team is priority, and I agree to practice in a safe manner.

I understand that there are scheduled UPEI Faculty of Nursing clinical activities before and after the dates of travel and time in this country. I understand that these activities are a part of clinical time and are mandatory to attend. I agree to ensure travel does not impact my attendance to these mandatory augmented clinical experiences.

I accept this offered opportunity.

Student Signature

Student ID Number